Split Calculator

2017-18 School Year Paid Lunch Equity (PLE) Tool Step by Step Instructions
Use these instructions if you plan on increasing prices and using non-federal sources to meet the weighted average price requirement.

Important – Save the final 2017-18 PLE Tool Excel file to your computer. You will be asked to upload this Excel file when you submit your Child Nutrition Online Contract. Be sure you and the person that completes the online contract have access to this file.

The weighted average price for School Year (SY) 2017-18 is \$2.86.

You will need the following information to calculate the Weighted Average Price for SY 2016-17:

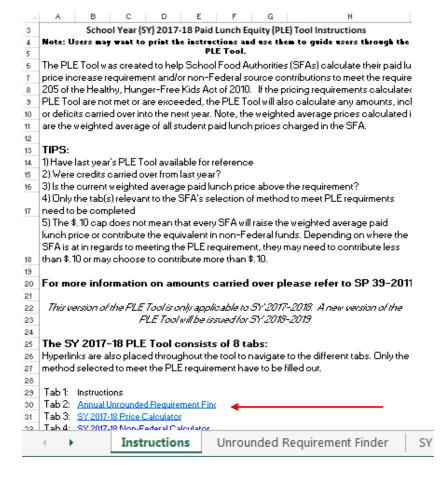
- SY 2016-17 Unrounded Price Requirement from 2016-17 PLE Tool, Report Tab Section 1A
- All paid lunch prices for October 2016
- Number of paid lunches served associated with each paid lunch price in October 2016
- Total number of paid lunches served in SY 2015-16
- The total dollar amount of non-federal source funds contributed for SY 2011-12, SY 2012-13, SY 2013-14, SY 2014-15, SY 2015-16 and SY 2016-17

If you did not run the PLE Tool for SY 2016-17, you will need:

- All paid lunch prices for October 2010 and October 2016
- Number of paid lunches served associated with each paid lunch price in October 2010 and October 2016

The 2017-2018 Paid Lunch Equity (PLE) Tool can be found at dpi.wi.gov/school-nutrition/national-school-lunch-program/financial
After opening the PLE Tool, save the Excel file to your computer.

Start on the *Unrounded Requirement Finder* tab.

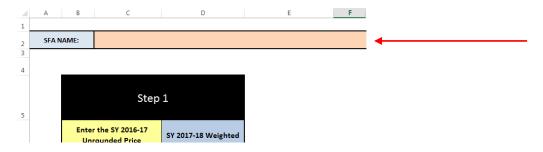


Start by clicking "Annual Unrounded Requirement Finder"

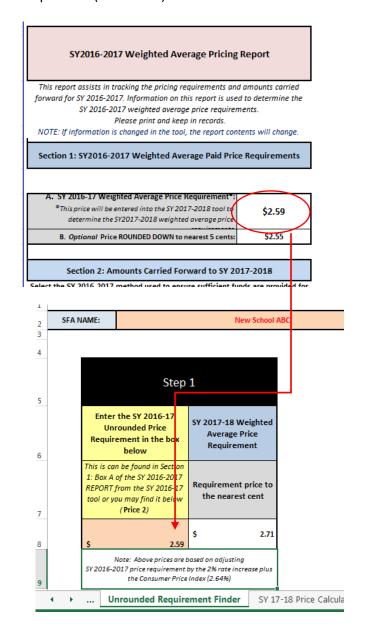
Annual Unrounded Requirement Finder Tab.

Enter SFA Name at the top of the page.

Note: The workbook is partially protected for auto calculations. Data can only be entered in peach colored cells.

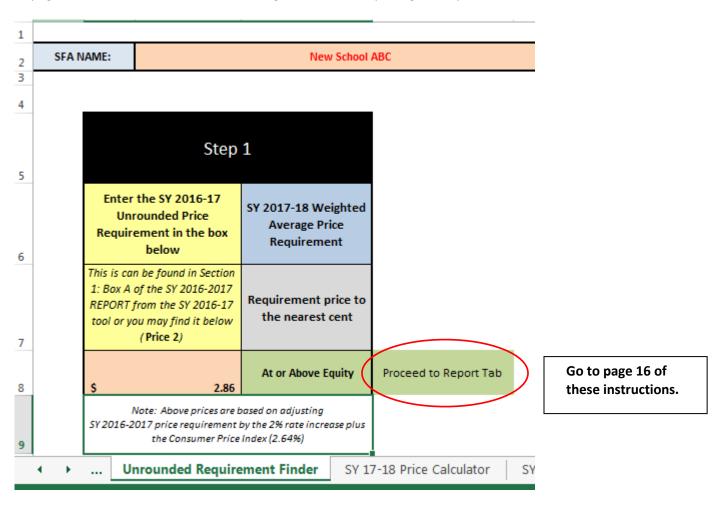


Enter in the SY 2016-17 Unrounded Price Requirement in the peach box under Step 1. Refer to your SFA's SY 2016-2017 PLE Tool under the Report Tab (Section 1A).



If you do not know your SY 2016-17 Unrounded Price Requirement, **skip to page 13 in these instructions.**

If the SY 2016-17 Unrounded Price Requirement is at or above the Paid Lunch Equity Price of \$2.78 for SY 2017-18, you will receive a notice in green. Proceed to the Report Tab. If you are at or above equity, go to page 16 of these instructions for further guidance on completing the Report tab.



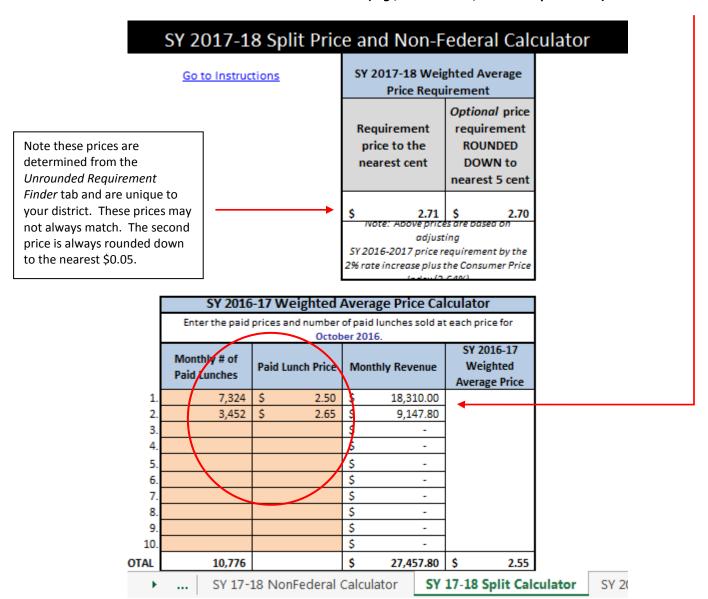
Otherwise, once you have entered your *SY 2016-17 Unrounded Price Requirement*, select the *Click here to go to SY 2017-18 Split Calculator* hyperlink further down on the same page.



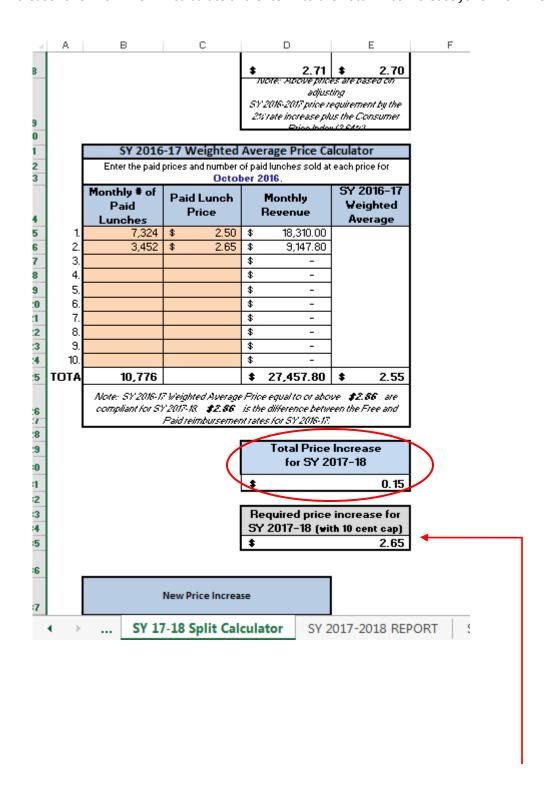
SY 2017-18 Price Calculator Tab

Enter SFA Name at the top of the page.

Be sure to complete Step 1 before proceeding or the PLE tool will not calculate correctly. Enter the October 2016 number of paid lunches claimed and the corresponding prices charged. Note: Non-reimbursable meals should not be entered (e.g., adult meals, a la carte purchases).

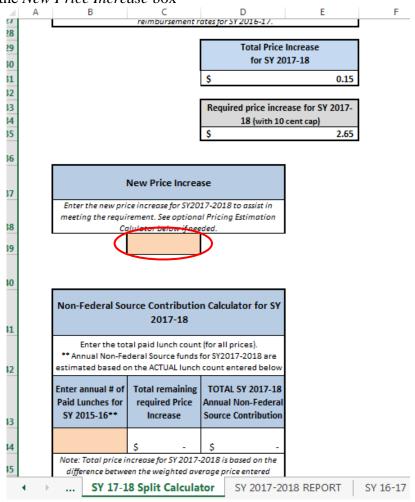


The total price increase for SY 2017-18 will calculate and enter into the Total Price Increase for SY 2017-18 box.



The Required price increase for SY 2017-18 (with 10 cent cap) box shows the required weighted average price the district must attain in SY 2017-18 to be in compliance with Paid Lunch Equity. This number is calculated by adding the district's SY 2016-17 Weighted Average plus the figure from the Total Price Increase for SY 2017-18 box up to \$0.10.

Since you are choosing to split the required price increase between raising paid lunch prices and contributing non-federal funds, you will need to determine your new weighted price increase to put in the *New Price Increase* box



This can be calculated using (Optional) on the bottom of the page.

	Pri	icing Estimation Calc	ulator		
elow is a tool allo	wing users to mani	pulate prices to achie	ve the re	equired nev	v weighted averag
	Monthly # of		M	onthly	Weighted
	Paid Lunches	Paid Lunch Price	Re	venue	Average Price
1.			\$	-	
2.			\$	-]
3.			\$	-	
4.			\$	-	
5.			\$	-]
6.			\$	-]
7.			\$	-	1
8.			\$	-]
9.			\$	-	1
10.			\$	-	
TOTAL	-		\$	-	\$ -

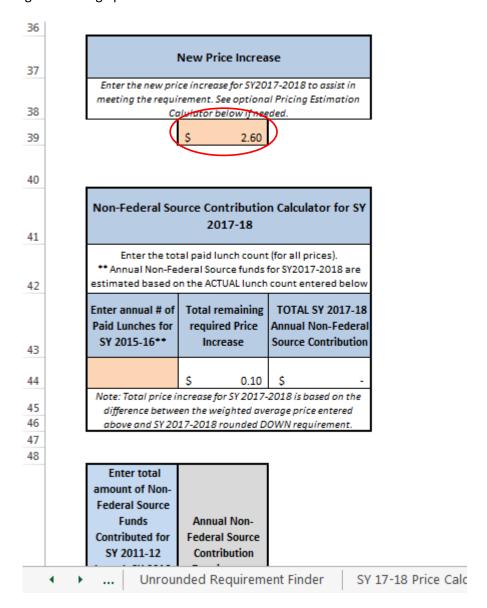
Enter the number of October 2016 paid lunches and corresponding prices. Alter the prices at each level to your district's desired paid lunch prices for SY 2017-18. Your new weighted average price will show in the box circled in red.

(Optional)

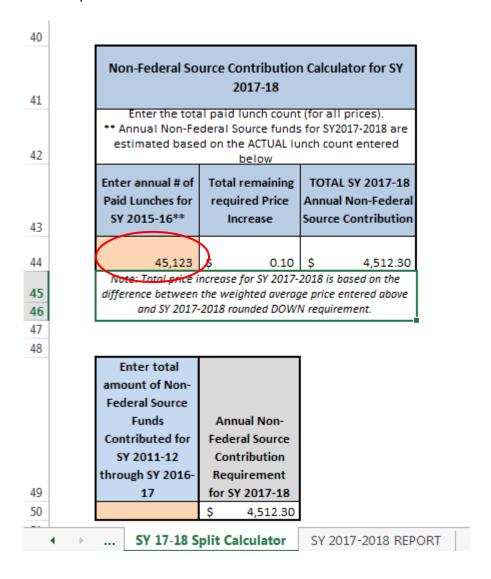
Below is a tool allowing	g users to mani	oulate prices to									
Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.											
	Monthly # of			Monthly		Weighted					
	Paid Lunches	Paid Lunch	Price		Revenue	Ave	erage Price				
1.	7,324	\$	2.55	\$	18,676.20						
2.	3,452	\$	2.70	\$	9,320.40						
3.				\$	-						
4.				\$	-						
5.				\$	-						
6.				\$	-						
7.				\$	-						
8.				\$	-						
9.				\$	-						
10.				\$	-						
TOTAL	10,776	·		\$	27,996.60	\$	2.60				

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

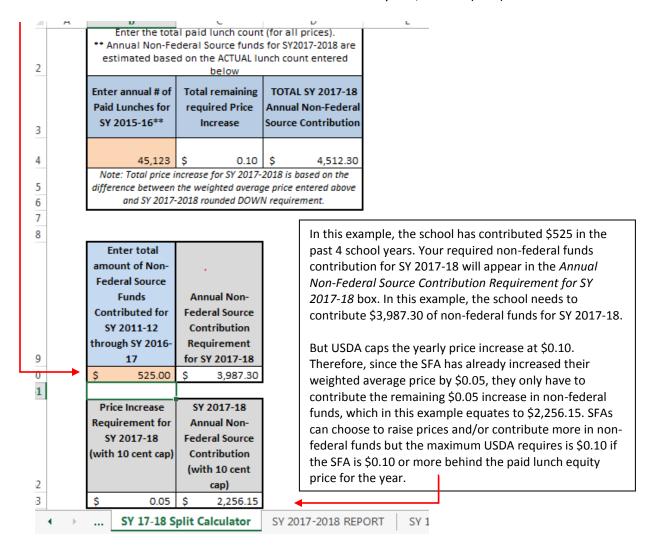
Enter your new weighted average price in the New Price Increase box circled in red below.



Enter the annual number of paid lunches for SY 2015-16.

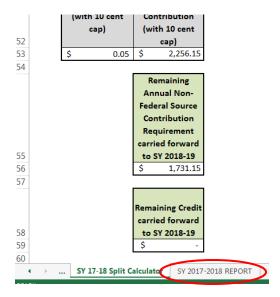


Enter in the total non-federal source contributions from SY 2011-12, 2012-13, 2013-14, 2014-15, 2015-16 and 2016-17 in the *Enter amount of Non-federal Source Funds Contributed for SY 2011-12 through SY 2016-17* box. If there were no non-federal fund contributions for those school years, enter 0 (zero).



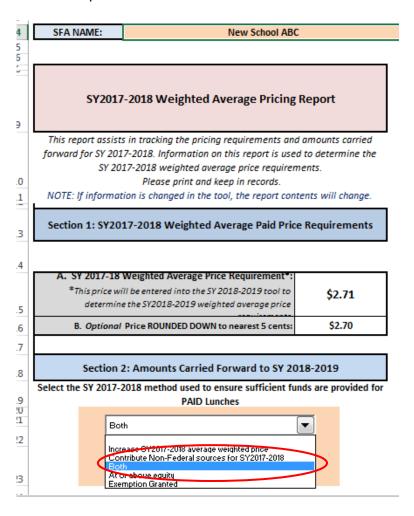
The two green boxes (*Remaining Annual Non-Federal Source Contribution carried forward to SY 2018-19* and *Remaining Credit carried forward to SY 2018-2019*) may show a shortfall or credit that will be carried forward into the following school year. As long as the 2017-18 contribution requirement is met, the SFA is in compliance with Paid Lunch Equity.

Click on the SY 2017-18 REPORT tab located on the bottom of the screen.

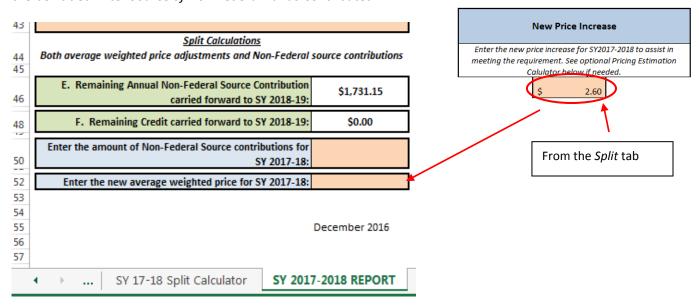


SY 2017-18 Report Tab

Enter SFA Name at the top of the page. Since you have decided to contribute non-federal funds and raise prices, select *Both* from the drop down.



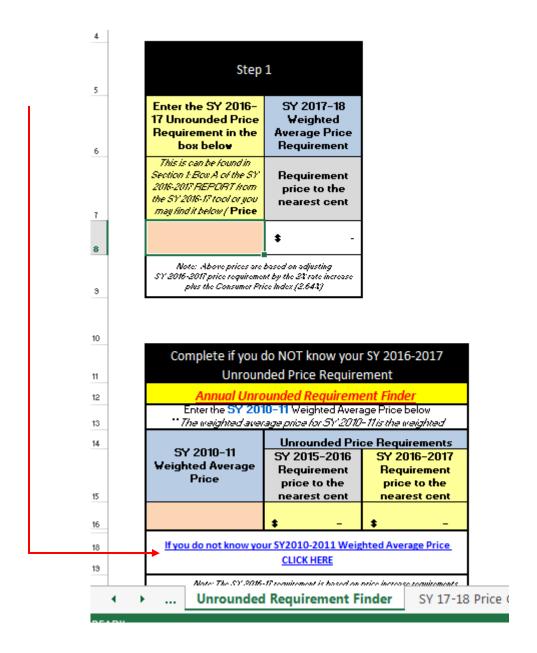
Under the header of *Split Calculations*, in the first blue box titled *Enter the amount of Non-Federal Source contribution for SY 2017-18*, enter the amount of non-federal funds that will be contributed to the non-profit school food service account for SY 2017-18. In the second blue box titled *Enter the new average weighted price for SY 2017-18*, enter the new average weighted price for SY 2017-18 which can be found on the Split Tab in the box titled *New Price Increase*. In the peach box above the heading *Split Calculations*, provide a brief description of where these non-federal funds are from (e.g., Fund 10/General Fund, etc.) in the box titled *Enter Source of Non-Federal Funds Contributed*.



Congratulations! You have completed the 2017-2018 Paid Lunch Equity (PLE) tool. Please save the tool electronically somewhere on your computer that you can find easily. We also recommend that you save a printed copy of the tool to have as a back up to the electronic file. You will be asked to attach an electronic copy of the tool to the annual online child nutrition program contract. DPI staff will also review the tool during an Administrative Review. The PLE tool and supporting data should be maintained at the SFA as part of the required three year record retention regulation.

(Continued from page 2)

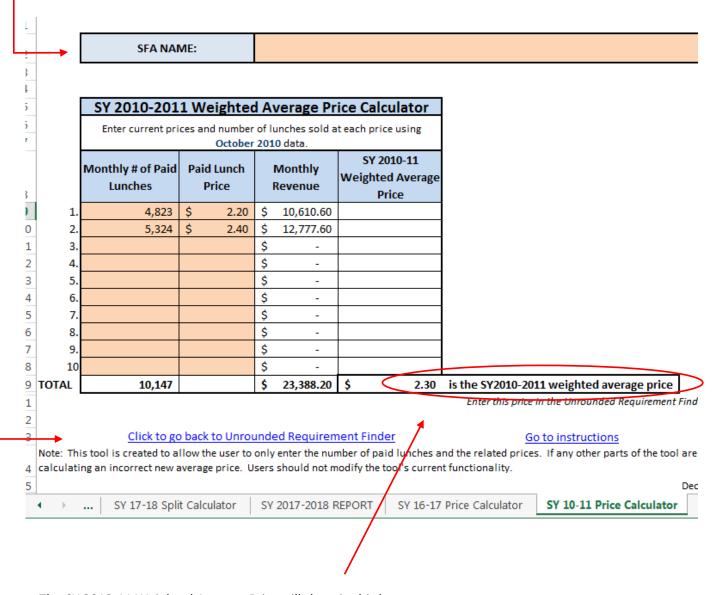
If you do not know your *SY 2016-2017 Unrounded Price Requirement* or if you have never completed the Paid Lunch Equity Tool, click on the *If you do not know your SY 2010-2011 Weighted Average Price CLICK HERE* and go to the next page of the instructions.



SY 2010-11 Price Calculator Tab

Enter SFA Name at the top of the page.

Enter the October 2010 number of paid lunches claimed and the corresponding price(s) charged.



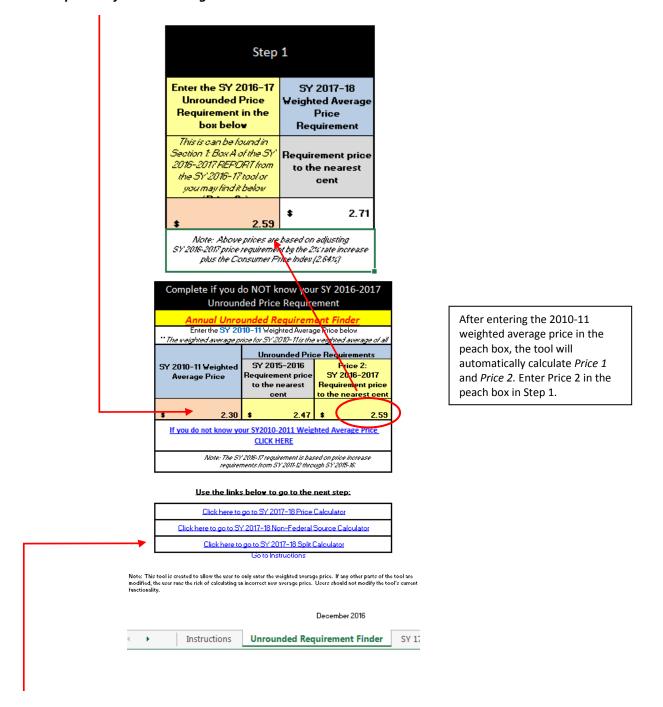
The SY 2010-11 Weighted Average Price will show in this box.

After you have calculated the SY 2010-11 Weighted Average Price, click on the hyperlink Click to go back to the Unrounded Requirement Finder.

Return to Unrounded Requirement Finder Tab

Enter in your SY 2010-11 Weighted Average Price in the peach colored SY 2010-11 Weighted Average Price box. Then, enter Price 2 in the Step 1 Enter the SY 2016-17 Unrounded Price Requirement box.

Note: If you do not enter Price 2 in Step 1, the PLE Tool will not calculate correctly. Please verify Step 1 is complete before continuing.



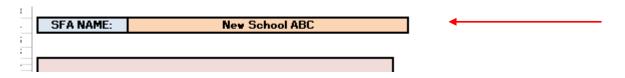
Once the prices have been calculated in the Step 1 box, select the *Click Here to go to the SY 2017-18 Split Calculator* hyperlink and *then go to page 4 of the instructions*.

Go to page 4 of these instructions.

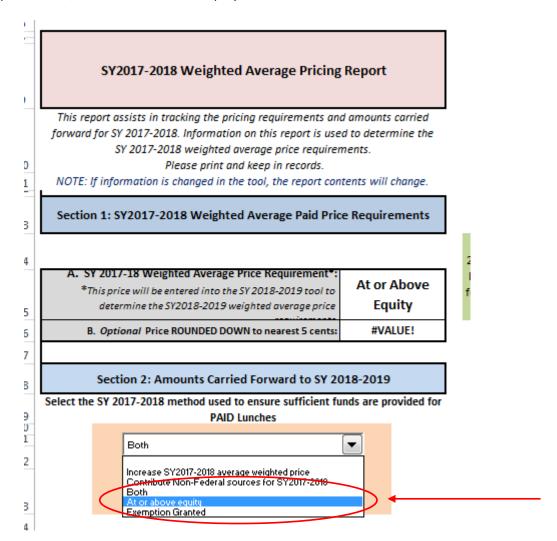
(Continued from page 3 for SFAs "At or Above Equity)

Enter SFA Name at the top of the page.

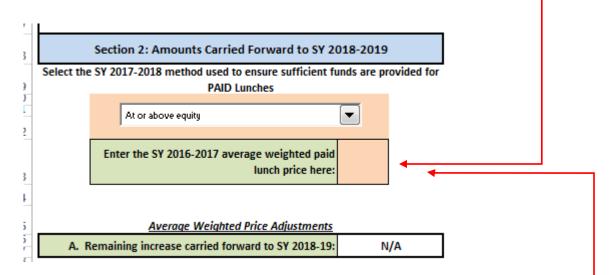
Note: The workbook is partially protected for auto calculations. Data can only be entered in peach colored cells.



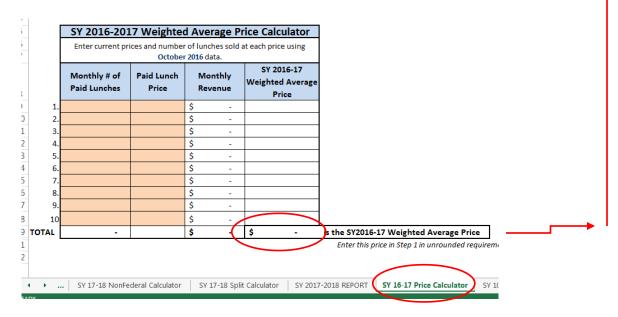
From the drop down box, select at At or Above Equity.



A green box titled *Enter the SY 2017-2018 average weighted paid lunch price here* will appear after selecting *At or above equity* from the drop down. Enter your SY 2017-18 average weighted price.



If you have only one paid student meal charge, enter this price as it will be for 2017-18. If you have multiple paid student meal charges but are at or above equity as determined by the PLE tool, use the *SY 2016-2017* tab to determine the weighted average price to enter. If your paid student meal charges for SY 2017-18 will remain the same from SY 2016-17, follow the instructions as is on the page. If you plan to increase any or all of your paid student meal charges in SY 2017-18, use SY 2016-17 *Monthly # of Paid Lunches* figures and alter the respective *Paid Lunch Prices* to be charged in SY 2017-18 to determine your SY 2017-18 weighted average price. Enter this figure on the *Report* tab in the box titled *Enter the SY 2017-2018 average weighted paid lunch price here.*



Congratulations! You have completed the 2017-2018 Paid Lunch Equity (PLE) tool. Please save the tool electronically somewhere on your computer that you can find easily. We also recommend that you save a printed copy of the tool to have as a back up to the electronic file. You will be asked to attach an electronic copy of the tool to the annual online child nutrition program contract. DPI staff will also review the tool during an Administrative Review. The PLE tool and supporting data should be maintained at the SFA as part of the required three year record retention regulation.